

## **POLSTEAD PARISH COUNCIL**

Minutes of Annual Meeting held on 20<sup>th</sup> May 2021 at 7.30pm in Village Hall

**Present:** Andrew Wade (Chairman), John Engleheart (from Item 21/090), John Flather, Christine Johnson, James Oxford and Stewart Sowman.

**Attending:** John Ward (Babergh District Councillor), Georgia Hall (Suffolk County Councillor), Dave Crimmin (Clerk) and 6 members of public.

### **21/086 Election of Chairman**

It was unanimously resolved that Andrew Wade be elected the Chairman of Polstead Parish Council (PPC) who signed the acceptance of office declaration.

### **21/087 Apologies for Absence**

Cllr Baxter sent his apologies.

### **21/088 Election of Vice Chairman**

It was unanimously resolved that John Flather be elected as Vice Chairman of PPC.

### **21/089 Declaration of Interests and Requests for Dispensation**

Cllrs Flather and Sowman declared a non-pecuniary interests in Item 21/101d as they are neighbours of the applicant and took no part in the debate or vote. No request for dispensation had been received.

### **21/090 Co-option of a Councillor**

The councillors reviewed the applications of the two candidates for the vacancy who, when asked, had nothing to add to their applications. The councillors resolved by a majority, to co-opt John Engleheart as a councillor on PPC. After signing the Declaration of Acceptance of Office, Cllr Engleheart joined the meeting.

### **21/091 Minutes of Meeting held on 26<sup>th</sup> April 2021**

The minutes of the meeting were approved by the councillors who resolved that the minutes should be signed by the Chairman as a correct record.

### **21/092 HR and Standards Committees**

Cllrs Johnson, Oxford and Flather were appointed as the members of the HR Committee and Cllrs Sowman, Baxter and Flather were appointed as the members of the Standards Committee.

### **21/093 Representatives to Outside Bodies**

The councillors resolved the following appointments:

- a. Cllr Johnson for the Suffolk Association of Local Councils (SALC).
- b. Cllr Wade for Traffic Liaison
- c. Cllr Sowman to the Village Hall Committee
- d. Cllr Oxford to the Layham Pit Liaison Meeting.

### **21/094 Internal Auditor**

The Clerk declared that he is a consultant to Heelis & Lodge. The councillors resolved to appoint Heelis & Lodge as the Internal Auditor for 2021 / 2022 and the Clerk to write to confirm appointment.

### **21/095 Annual Subscriptions**

The councillors resolved to renew the annual subscriptions to SALC, Suffolk Wildlife Trust, Community Action Suffolk, the Society of Local Council Clerks and the Suffolk Preservation Society.

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### **21/096 Reports from County and District Councillors**

Georgia Hall introduced herself as the newly elected Suffolk County Councillor for Sanford. She is catching up on the ward from her predecessor Gordon Jones and expected to be up to speed by the next meeting. Councillors noted John Ward's previously circulated report and he updated councillors on the £400,000 rough sleeping grant that Babergh and Mid Suffolk had received as well as an update on the enforcement action to be undertaken in the village.

### **21/097 Reports and Question from Councillors**

No issues raised.

### **21/098 Public Forum**

A resident raised an issue regarding one of the potholes in Heath Road. The councillors agreed that as this was an exceptionally large hole which was already logged on SCC's reporting system some months ago that the Clerk would ask Georgia Hall for an update on when the repair was likely to be undertaken.

### **21/099 Emails circulated**

Following a review of the emails circulated by the Clerk since the last meeting Cllr Johnson stated that she had contacted Hadleigh Cycling regarding the Active Travel initiative.

### **21/100 Clerk's Report**

Following a review of the Clerk's Report (Appendix A) there were no further actions requested of the Clerk.

### **21/101 Planning**

- a. The councillors reviewed **Planning Application DC/21/02362 Woodlands Farm, Rockalls Road** - Erection of steel portal framed agricultural building and resolved that they had no objection.
- b. The councillors reviewed **Planning Application DC/21/01428 Heath Farm, Hadleigh Heath** - Application for Outline Planning Permission (all matters reserved) Town and Country Planning 1990 - Erection of 3No dwellings (following demolition of existing outbuildings) and resolved to object on the following grounds:
  - i. The proposed development is unsustainable and contrary to all Babergh's policies
  - ii. The proposed access does not meet SCC Highways requirement
  - iii. Highway safety is a concern
  - iv. Negative impact on the amenity of adjoining dwellings
  - v. Flooding issues at the proposed site.
- c. The councillors reviewed **Planning Application DC/21/02365 The Bungalow, Potash Lane** - Erection of detached outbuilding and resolved to support the application subject to two conditions being applied to the permission that the use of the outbuilding is as stated on the application and that the outbuilding is ancillary to the dwelling and cannot be separated.
- d. The councillors reviewed **Planning Application DC/21/02692 Little Acre, Spring Lane** - Installation of swimming pool and erection of Summerhouse/Shed to house pool plant room and resolved that they had no objection.
- e. There was no further planning application received since the agenda was posted requiring a response before the next meeting.
- f. The councillors reviewed the status of planning applications, enforcement referrals and appeals previously reviewed by PPC as per Appendix B.

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### **21/102 Finance**

- a. The councillors reviewed and resolved to accept the Internal Audit report produced by Heelis & Lodge for the year ending 31st March 2021, which did not have any actions for the councillors to consider.
- b. The councillors reviewed the Bank Reconciliation and the Receipts and Payments Account (Appendix C) for the year ended 31<sup>st</sup> March 2021 and resolved to approve both.
- c. The councillors resolved that PPC did not wish to exempt itself from a limited assurance review for the year ending 31<sup>st</sup> March 2021.
- d. The councillors resolved that Section 1 of the Annual Governance and Accountability Return for 2020 / 2021 (Appendix D) was approved and the Chairman signed the section on behalf of PPC.
- e. The councillors resolved that Section 2 of the Annual Governance and Accountability Return (Appendix E) for 2020 / 2021 was approved and the Chairman signed the section on behalf of PPC.
- f. The councillors resolved to approve the explanation of the quantified significant variances in relation to Section 2 of Annual Governance and Accountability Return for 2020 / 2021.
- g. All cheques signed and due for signing, as itemised in Appendix F, were authorised by the councillors who also authorised payments of £1,656.00 to KJ King and £1,005.60 to Babergh District Council. The councillors also noted the income received since the last meeting.

### **21/103 Nature Citizen**

Lisa Matthews updated councillors on her previously circulated report on the progress Nature Citizen has made over the previous year. The councillors were please to hear how well the group have developed the allotment space and their plans for the forthcoming year. The councillors resolved to donate £500 towards the group to cover both core costs and projects.

### **21/104 Trees and hedgerow planting**

Nature Citizen are preparing proposals for tree and hedge planting in the parish that PPC may wish to send to Babergh as an application to the scheme. Lisa Matthews will co-ordinate with Richard Kilshaw and PPC to see if there are any other options to be presented to Babergh.

### **21/105 Polstead WI**

There had been no further update to PPC on the transfer of the WI land.

### **21/106 Bramford to Twinstead EIA Scoping Notification and Consultation**

The councillors reviewed the notice of the EIA Scoping consultation from the Planning Inspectorate. The councillors were surprised how quickly this consultation involving a 500 page consultation document had followed the previous Pre-Consultation and felt that National Grid were not being fair on the Parish Councils' involved by sending out back to back consultations. The councillors felt that only by joining up with other parish councils, Babergh and Suffolk County Council would they be able to provide input to the consultation process. It was agreed that PPC would engage with the Essex & Suffolk Coalition of Amenity Groups and other like-minded groups in order to respond to National Grid.

### **21/107 Highways and Footpaths**

Following the recent issue with an HGV mistakenly driving up Mill Lane and causing damage to the grass verges, the Clerk was asked to write to Georgia Hall to see if SCC would provide a "NO HGV's" sign for the Mill Lane junction with Mill Street.



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### Appendix B Planning Status

Reference	Address	Planning Details	PPC Minute	Parish Council Comments	Babergh DC Comments
DC/20/04417	Land Adjacent The Brewers Arms, Bower House Tye	Change of use of land for the erection of 6no. dwellings and the siting of 5no. holiday cabins including creation of car park and alterations to existing vehicular access.	20/206c	No objection	REFUSED by Planning Committee
DC/21/01736	The Magpies White Street Green	Erection of front porch and enclose existing side porch, conversion of loft and installation of dormer window, rooflights and cladding.	21/070a	No objection	Permission Granted 20/04/2021
DC/21/01941	Barn To The North Of Bower House Farm Bower House Tye	Application to determine if prior approval is required for a proposed: Change of use of Agricultural Building to a flexible use within Shops, Financial and Professional Services, Restaurants and Cafes, Business, Storage or Distribution, Hotels or Assembly or Leisure under Schedule 2, Part 3, Class R of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) - Change of use of Agricultural Building to Assembly Hall (D2).	21/070b	Object	
DC/21/01728	Prospect House, Stackwood Road	Extension and conversion of outbuilding to form 1no. single storey detached dwelling, together with improved vehicular access and construction of greenhouse.	21/070a	Object	
DC/21/02126	Snail Hall, Millwood Road	Application for Listed Building Consent - Erection of one and a half storey side extension to create cartlodge with home office over (following demolition of existing garage).	21/070d	No objection	
DC/21/02125	Snail Hall, Millwood Road	Erection of one and a half storey side extension to create cartlodge with home office over (following demolition of existing garage).	21/070d	No objection	

Signed

Date

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### Appendix C Bank Reconciliation and the Receipts and Payments Account

<b>POLSTEAD PARISH COUNCIL</b>				
<b>County</b>	<b>Suffolk</b>			
<b>Bank Reconciliation for Financial year ending 31st March 2021</b>				
<b>D. Crimmin</b>	<b>RFO</b>			<b>20th April 2021</b>
<b>Balances per Bank Statements as at 31st March</b>				
Barclays Community		£41,194.23		
Barclays Premium Account		£3,334.93		
				£44,529.16
Add any Unbanked Cash as at 31 March				£0.00
Less Unpresented Cheques as at 31 March				
	2051	£216.20		
	2052	£150.00		
				£366.20
		<b>Total Cash</b>		<b>£44,162.96</b>
<b>CASH BOOK</b>				
Opening Balance				£42,030.94
Add Receipts in the year				£20,982.83
				£63,013.77
Less Payments in the year				£18,850.81
		<b>Total Cash</b>		<b>£44,162.96</b>

Signed

Date

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<b>POLSTEAD PARISH COUNCIL</b>			
<b>Receipts &amp; Payments Account for the year ending 31st March 2021</b>			
	2019 / 2020		2020 / 2021
<b>Receipts</b>			
Precept	£18,668.00		£18,596.00
Bank Interest	£6.15		£1.51
Recycling	£0.00		£0.00
Grants	£1,294.32		£744.32
Allotment Rent	£105.00		£163.50
Wayleave	£20.75		£21.01
QDJ	£0.00		£0.00
Donation	£0.00		£0.00
Compensation	£0.00		£0.00
Other	£0.00		£0.00
CIL	£9,129.43		£0.00
VAT Repayment	£1,013.01		£1,456.49
		<b>£30,236.66</b>	<b>£20,982.83</b>
<b>Payments</b>			
Clerks Salary	£4,420.52		£4,321.21
Admin	£1,999.75		£1,405.29
Insurance	£505.15		£552.94
Audit Inspections	£328.00		£380.00
Donations	£540.00		£2,177.50
Chairman's Allowance	£0.00		£45.00
Community Wardens	£0.00		£1,000.00
Dog & Litter Bins	£749.00		£771.47
Footpaths	£2,358.00		£3,668.00
Grass Cutting	£2,826.70		£2,688.00
Ditch Clearance	£0.00		£0.00
Maintenance	£769.78		£964.29
Village Hall	£0.00		£0.00
Projects	£1,128.19		£246.90
Contingency	£0.00		£0.00
CIL	£1,553.67		£0.00
VAT Paid	£1,456.49		£630.21
		<b>£18,635.25</b>	<b>£18,850.81</b>
<b>Excess of Receipts over Payments</b>		<b>£11,601.41</b>	<b>£2,132.02</b>
Add Balance Brought Forward		£30,429.53	£42,030.94
<b>Balance Carried Forward</b>		<b>£42,030.94</b>	<b>£44,162.96</b>
<b>Represented by</b>			
Barclays Community	£38,697.52		£40,828.03
Barclays Premium	£3,333.42		£3,334.93
Cash	£0.00		£0.00
		<b>£42,030.94</b>	<b>£44,162.96</b>
I have prepared these accounts from the books and records of the Polstead Parish Council and certify that they are a true record of the Parish Council's transactions			
Signed: _____ Date: _____			
DF Crimmin			
RFO Polstead Parish Council			

Signed

Date

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# POLSTEAD PARISH COUNCIL

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## Appendix D AGAR Section 1

### Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

EN Polstead Parish Council TY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.polstead.onesuffolk.net PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



# POLSTEAD PARISH COUNCIL

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## Appendix E AGAR Section 2

### Section 2 – Accounting Statements 2020/21 for

EN Polstead Parish Council TY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	30,430	42,031	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	18,668	18,596	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	11,569	2,387	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	4,421	4,321	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	14,215	14,530	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	42,031	44,163	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	42,031	44,163	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	56,115	57,661	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.  N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
		✓	

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

23/04/2021

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Signed

Date

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## POLSTEAD PARISH COUNCIL

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### Appendix F RFO Report

#### Receipts & Payments

Date	Details	Ref	Power	Receipts	Payments
15/04/21	BDC - Litter & Dog bin emptying	102053	LA 2011 ss 1 to 8	0.00	15.59
15/04/21	AIS - Play Inspections	102054	LA 2011 ss 1 to 8	0.00	228.00
15/04/21	B Patrick - Footpaths March	102055	LA 2011 ss 1 to 8	0.00	315.00
06/04/21	Allotment Plot 2			24.70	0.00
10/04/21	BDC Precept			9,750.00	0.00
12/04/21	Allotment Plot 5			24.70	0.00
15/04/21	Allotment Plot 6			24.70	0.00
19/04/21	Allotment Plots 3 & 9			49.40	0.00
19/04/21	BDC Grant			312.00	0.00
20/05/21	SALC - Annual Subs	102056	LA 2011 ss 1 to 8	0.00	363.08
20/05/21	Sudbury TC - Comm Wardens	102057	LA 2011 ss 1 to 8	0.00	186.06
20/05/21	Sudbury TC - Comm Wardens	102057	LA 2011 ss 1 to 8	0.00	509.40
20/05/21	Wave - Allotment Water	102058	LA 2011 ss 1 to 8	0.00	42.73
20/05/21	Roger Reid - Village sign maint	102059	LA 2011 ss 1 to 8	0.00	106.72
20/05/21	B Patrick - Footpaths April	102060	LA 2011 ss 1 to 8	0.00	128.00
20/05/21	Heelis & Lodge - Internal Audit	102061	LA 2011 ss 1 to 8	0.00	140.00

#### Reconciliation

Account	Statement Date	Statement Balance	Actual Balance	Unpresented Cheques	Credits not shown	Difference
Community Account	30/04/21	£50,454.94	£48,978.95	£1,475.99	£0.00	£0.00
Premier Account	30/04/21	£3,334.93	£3,334.93	£0.00	£0.00	£0.00
Cash	13/05/21	£0.00	£0.00			£0.00
		£53,789.87	£52,313.88	£1,475.99	£0.00	

**End of Appendices**

Signed

Date

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